

ASSISTANT CHIEF COUNSEL
JOB ANALYSIS REVIEW
BACKGROUND INFORMATION

Date of Study: November 1, 2007

Collective Bargaining Identification: M02

Job Analysis Conducted By: Emily Gorrindo, Selection Analyst,
Office of Selection Services

Number of Incumbents: There are 9 incumbents in this classification
per the State Controller's Office Filled/Vacant
Position Report dated September 7, 2007.

Names of the Subject Matter Expert(s) and their background:

Alberto S. Roldan, Chief Deputy General Counsel, Department of Corrections and Rehabilitation

Alberto Roldan has recently joined CDCR, being appointed to Chief Deputy General Counsel one month ago. Mr. Roldan brings a wealth of experience from service for the City of Sacramento.

Judith Harper, Assistant Chief Counsel, Office of Legal Affairs

Judith Harper has been an Assistant Chief Counsel for the Office of Legal Affairs for seven years. She has been with CDCR for 17 years.

Brenda Lewis, Assistant Chief Counsel, Office of Legal Affairs

Judith Harper has been an Assistant Chief Counsel for the Office of Legal Affairs for two years. She has been with CDCR for seven and a half years.

ASSISTANT CHIEF COUNSEL INFORMATION GATHERING

SMEs reviewed the existing job analysis for Assistant Chief Counsel, dated April, 2007, to provide any necessary updates/changes. Minor changes were made to take out departmental references that no longer exist and fix grammatical errors.

Copies of the revised Tasks and KSAs have replaced the old Tasks and KSAs; however, the original language has been maintained on disk in this binder marked Assistant Chief Counsel job analysis 2001 and Assistant Chief Counsel April 2007.